CAMS Detail Labor Adjustments & Summary Level Transfers User Guide

CAMS Access & Navigation

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3.0 CAMS Access & Navigation

3.1 System Access

Access to the various CAMS applications will be based on user identification and privileges established by the Database Administrator. Certain reports will limit data to only those users who have been authorized access. To obtain access, users must submit a CAMS User ID Request Form, which has been signed by the employee's supervisor, to Client Services.

CAMS utilizes two separate platforms. CAMS production applications (CFSFX), such as Budget, Bankcard, Travel, Small Purchases, Accounts Payable, Accounts Receivable/Reimbursables, Cost Accumulation, General Ledger, and some reports reside on the GS140B - Stratus server. The Data Warehouse (CFSDW) is on the GS140A - Cumulus server. Production modules may be character, web, or GUI-based. The Data Warehouse is a GUI-based application which provides access to information through the CAMS Navigator for Data Warehouse Reports; Oracle Discoverer for web-based queries using standard workbooks; query applications for budget and expenditure data; and interfaces to extract/download data for LO use.

Because CAMS utilizes separate platforms, users with both CFSFX and CFSDW access will have two accounts. Each CAMS User ID has an associated password. All CAMS accounts utilize the same User ID structure, with the exception of Travel as a specific structure is required by the Travel Manager software. Although the same Oracle naming convention is used for CFSFX and CFSDW, they are still distinct accounts with separate passwords. Users may elect to specify the same password for both accounts. However, changing the CFSFX password will not affect the CFSDW account. Additional information pertaining to passwords is provided in the next sub-section of this documentation.

The CAMS User ID Request form may be found on the NOAA CAMS Web Page at http://www.rdc.noaa.gov/~cams/. CAMS Data Warehouse users also have access to the form on the Data Warehouse Navigator Menu; however, a user must first have access to Data Warehouse prior to being able to use the form located there. Providing the form on the Navigator Menu is intended to assist users requesting changes to existing accounts, such as adding a role or access to a business area within Oracle Discoverer.

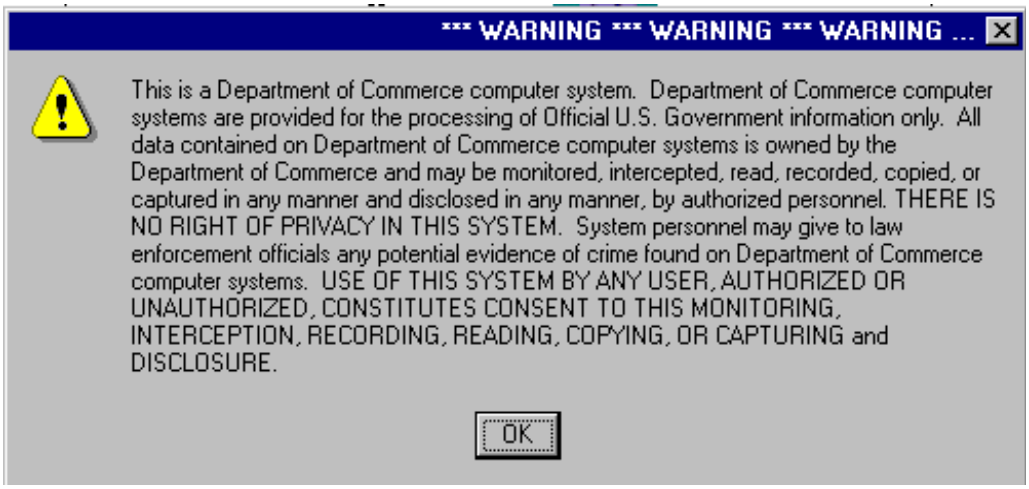
Users requiring additional assistance logging into the software after receiving their id/password, should contact CAMS Client Services on 301-427-1023.

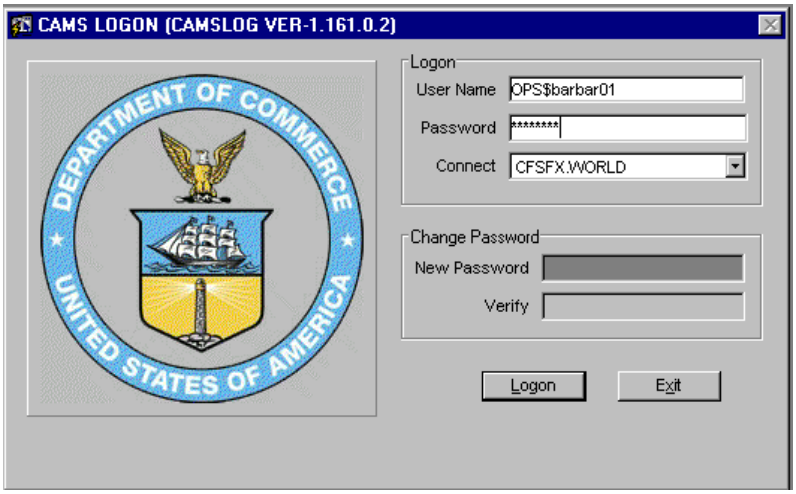
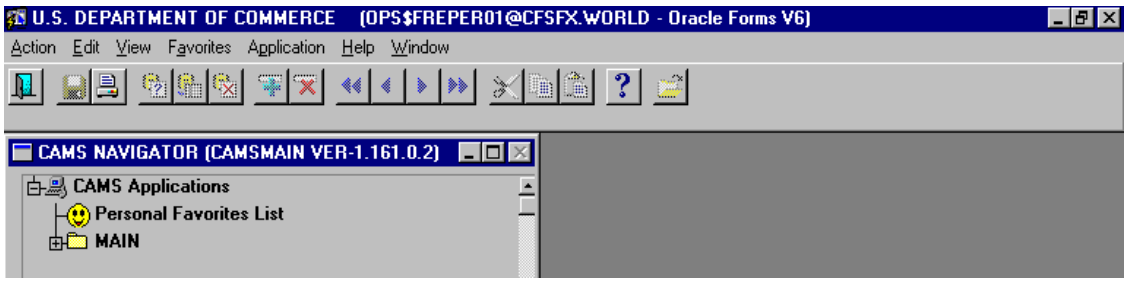
3.1.1 Connectivity

A user should contact their Information Technology LAN support Personnel to establish the CITRIX software and icon of their work station.

3.2 Login Procedures

Icons are set up on the user's desktop to access the GUI components of CAMS. Users perform the following steps to access GUI applications:

Step	*Action*
1	Double click on the icon for the application. 
2	The following warning message will be displayed:  Cl ick the  button to clear the messge.

Step	*Action*
3	Enter ***User Name*** and ***Password*** to access the system.:  ***Note:*** *Users are limited to only three (3) attempts at entering their password correctly in the Password field of the Logon box before the system locks them out. If this occurs, please contact CAMS Client Services at 301-427-1023, or send an email to Clientservices@noaa.gov, to regain access to the system.*
4	Click on the **Logon** button or press the **Enter** key to display the *CAMS Navigator* Menu. Menus will differ among users, depending on job functions and options authorized for each user.  ***Note:*** *CAMS Navigator or drop-down menus are used to select from available menu options. Please refer to Section 3.3 for additional information related to GUI menus.*

3.2.1 CAMS Passwords

Users have the ability to change passwords during the logon process or by selecting the applicable screen. Passwords expire based on established security parameters and users will be prompted to enter a new password prior to the old password expiring. After a password has expired, users will be required to update password information prior to being able to gain access to the system.

As noted above, CAMS utilizes separate platforms for CAMS production applications (CFSFX) and the Data Warehouse (CFSDW). Users with access to both database instances will have two accounts and although the same Oracle naming convention is used for each, they are still distinct accounts with separate passwords. Since changing the password on one account will not automatically update the other, if users elect to specify the same password for both, it will be their responsibility to keep their passwords synchronized.

CAMS production applications share the same Oracle password for all modules residing on the GS140B - Stratus server. If a user changes their Oracle password in any one of these applications (e.g., CPCS, AR, BOPs, Budget, NFC, SLT, etc.) accessed via Telnet, Citrix, or the web, changes to their password affects all CAMS applications on the GS140B - Stratus server.

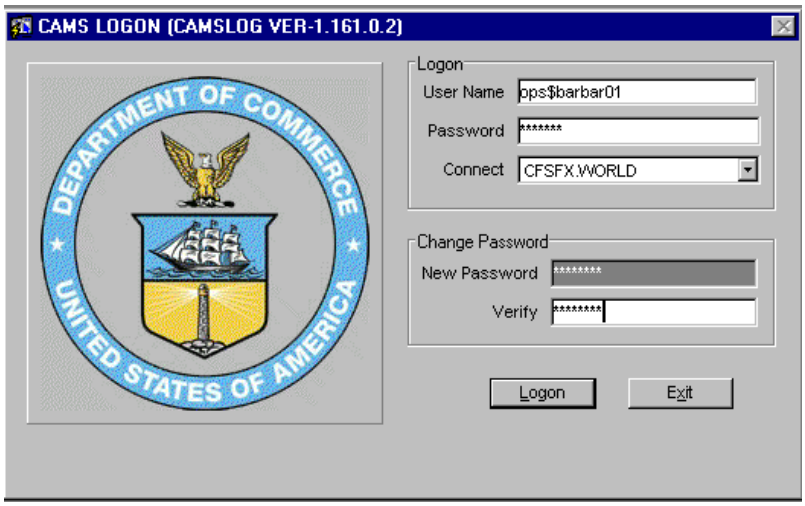
> ***Note:*** Core Financial System (CFS) production users on the GS140B - Stratus server can change their Oracle password on the main menu. This does NOT impact the Oracle password used for Data Warehouse located on the GS140A - Cumulus server.

Access to components of the Data Warehouse is available through Citrix, web, or batch interfaces. CAMS Data Warehouse and Oracle Discoverer tools share the same Oracle password on the GS140A - Cumulus server. For users with authorized access for both Data Warehouse and Oracle Discoverer, changing the password in either application affects both.

> ***Note:*** Data Warehouse users on the GS140A - Cumulus server may change their Oracle password through Citrix on the CAMS Navigator menu or within the Oracle Discoverer tool. Changes to the Oracle password will apply to the user account regardless of the access method utilized for Data Warehouse components.

If a user enters their Oracle password 3 times incorrectly, their account will be "locked". Users must submit an email to clientservices@noaa.gov to have their account "unlocked". Upon receipt of the email request, CAMS Client Services will reset the account and notify the user to contact Client Services via telephone to receive their new password. NOAA Security guidelines prohibit Client Services from providing passwords via email.

Users perform the following steps to change passwords in GUI applications:

Step	*Action*
1	After entering their ***User Name*** and current ***Password*** during the log-in process, users enter a ***New Password*** prior to clicking the **Logon** button or pressing the **Enter** key. 
2	Move to the next field and ***Verify*** the new password. ***Note:*** The current Password, New Password, and Verify fields are protected from view and only display asterisks. (*)
3	After clicking on the **Logon** command button, users will receive confirmation that their password has changed. Illustrated below is an example of the confirmation:  ***Note:*** *The confirmation dialog box will only appear if users are changing their password. For the normal logon process, the system will go directly to the application menu.*

3.3 GUI Overview

Certain CAMS components are Graphical User Interface (GUI) applications which utilize Windows point-and-click functionality. A series of maintenance, transaction, batch, and report screens enable the user to establish maintenance/set-up data, process transactions, conduct queries, and run reports. The GUI components of CAMS are fully integrated with the character portions of CFS.

3.3.1 System Navigation

GUI capability enables users to navigate through various CAMS screens by utilizing full point-and-click functionality. Instead of tabbing through every field on a screen to enter data, users select specific fields during the data entry process.

When a screen is accessed, a new window opens with the title displayed at the top. Users select from the menu by highlighting an option and clicking with the mouse.

The GUI make-up of this system, minimizes the number of keys and keystrokes. It allows for increased use of the mouse as well as the ability to use on-window buttons, icons, and menu options. The following keys are used to navigate throughout the screens:

Tab	Permits movement from field to field.
Enter	Accepts data entered and permits movement to the next field
↑ ↓	Permits movement between fields

3.3.2 Mouse Functions

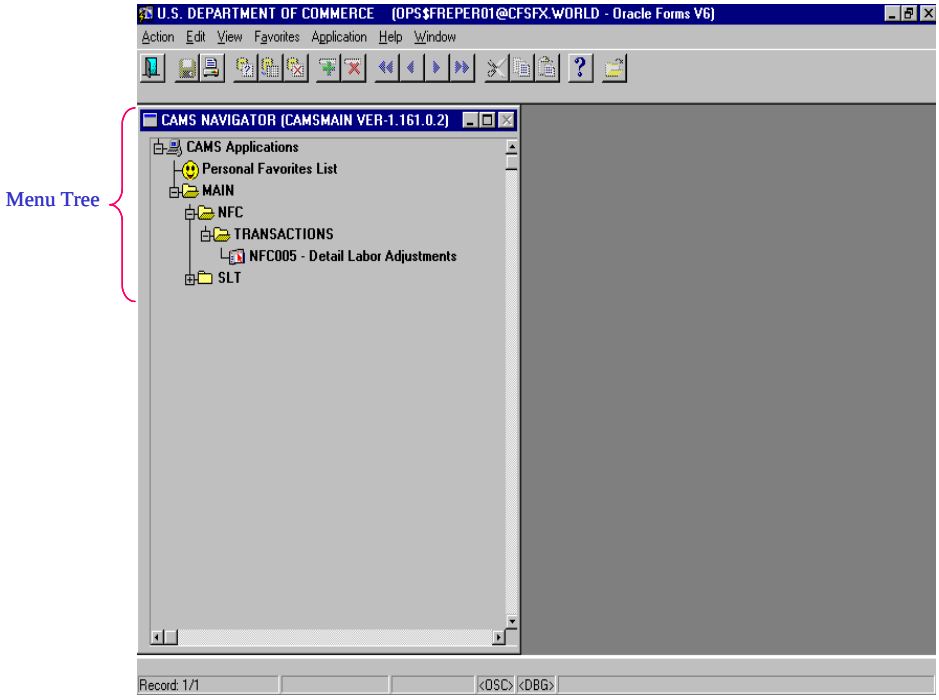
The mouse allows a user to highlight, select, scroll, and access lists and pop-up windows. It also allows movement around the menu bar, selecting different windows, options and exit. There are two types of clicks associated with the mouse. Both types are listed below.

- **Click** — A single click of the left mouse button allows a user to select a menu option within the navigator tree or drop down menu. A single click will also allow access to buttons in the window as well as accept system responses such as "OK" and "Cancel".
- **Double-click** — A double-click of the left mouse button allows a user to access the List of Values for the current field.

3.3.3 Menu Structure

GUI screens incorporate the use of menu trees to facilitate navigation and selection of documents. The menu tree structure is referred to as the *Navigator Menu*.

The following illustrates the GUI menu structure for NFC adjustment screen:



The Navigator Menu tree structure will include all options available to the users. Menu options vary depending upon the type of user; only options for which the user has access privileges will be displayed.

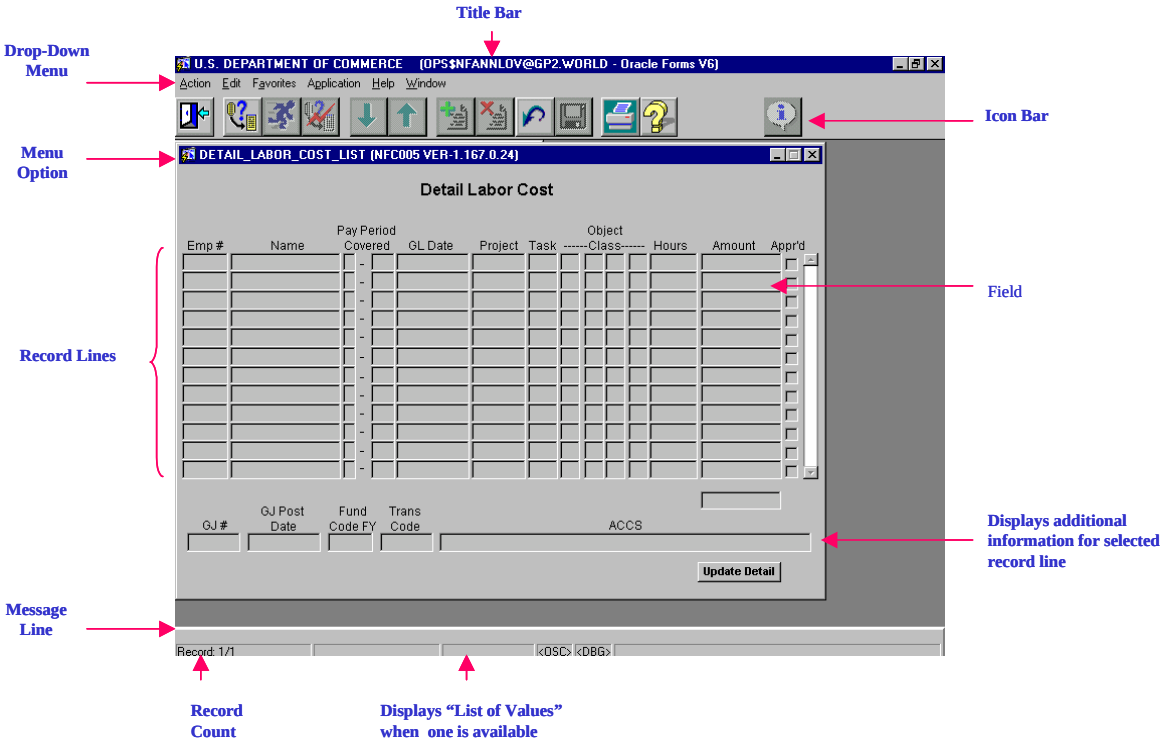
The Navigator Menu is utilized through windows point and click functionality. Available menu options may be viewed or hidden by double-clicking or clicking on the + or - next to the menu option. Users may access specific menu options by double-clicking on the selected option.

3.3.3.1 Personal Favorites List

The Personal Favorites List is designed to include the menu options routinely utilized by an end-user. This list would include only the menu options applicable to an individual's job function. Users may have access to other screens, including read-only or those necessary to serve as a back-up for other staff, which would not be included on the Personal Favorites List.

3.4 Screen Conventions

The following illustration depicts a sample screen layout:



3.4.1 Common Screen Elements

Name	*Description*
Window	A "fill-in-the blanks" arrangement that facilitates data insert, update, delete and/or query of the database. The terms window and screen are used interchangeably.
Title Bar	The bar along the immediate top of the window. Three buttons displayed in the top right hand corner, allow the user to maximize, minimize, or close the active window.
Menu Bar	The bar along the top of the window, above the icon bar. The menu bar provides various drop down menus to use while moving throughout the program.
Icon Bar	The bar under the menu bar, which displays the icons currently available to the user. For more information regarding the icons, refer to Section 3.4.2 Icons/Buttons.

Name	*Description*
Table	A logical grouping of related records, e.g., transactions or orders. A table is arranged like a spreadsheet with each row corresponding to an individual record and each column corresponding to a particular field. *(See Field and Record).* Tables cannot be seen by users. They serve as a means to store information in the database.
Record	A single line item within a transaction.
Window Name/ Option Code	The name of the window will appear with the option code as follows: **Screen Title (Option Code #)**. The option code in the upper left hand corner of the window is alphanumeric.
Field	A column in a database table. A field is displayed as a highlighted area on the window that may contain an existing value from the database and/or accept a new value. Certain fields are mandatory and a user will not be able to approve, submit, or activate data unless these fields are filled. Users may continue without entering data in optional fields.
Pushbuttons	The buttons available within a window, usually located at the bottom of the screen. In order to access a button, a user must click on it. If a button is shaded, it is not active for the current window. Examples of these buttons include ***OK***, ***Update Detail*** Pushbutton illustration: 
Message Line	System messages appear in the lower left corner of the window in the message Line. It will display what action the computer is taking (e.g., working, printing, querying), as well as what may be available in a certain window or field. Dialog boxes also appear containing messages/user prompts based on data input or certain actions performed by the user.
Count	In response to an executed query, the record count always appears in the lower left hand corner of the window and indicates the current record and total number of records retrieved.
Date Fields	All date fields use the default format of DD-MON-YYYY, (e.g., '12-JUN-1999').
Scroll Bar	The bar which allows movement within a record or between records. Clicking on the down or up arrows allows the user to scroll through records.
Pop-ups	Pop-up windows are used to include additional information within a record. A pop-up window may be an entire window or a small window depending upon the information recorded/displayed.
List of Values	A pop-up table that contains a List of Values for the selected field. It is often denoted as LOV.
Wildcard	The % (percent sign) will be used as the wildcard.

3.4.2 Icons/Buttons

The icon toolbar, located at the top of the window, consists of a horizontal strip of icons. Each icon is a small graphic image that represents a command, tool, or specific functionality. A "hint balloon" is associated with each icon. The hint balloon displays the name, or narrative description, summarizing the functionality of a specific icon. The icon's hint balloon is displayed by positioning the cursor on an icon and pausing. The following is an example of a hint balloon for the menu icon:

GUI screens also contain pushbuttons that provide specific commands, tools, or functionality that is available to users on applicable screens. These buttons are usually located at the bottom of the screen and any buttons that are lightly shaded are not available at that point. In order to access a button, a user must click on it.

The following table illustrates the various icons/buttons and their functions.

Icon	*Name*	*Description*
	EXIT	Allows users to exit the open window. The system will display a prompt asking the user to if they want to save changes before exiting.
	Query	Click on this button to open the Define Query Criteria screen. This screen also the used to invoke a query mode that may be used to search for records containing specific criteria.
	Next Record	Allows users to move down the list of records one record at a time.
	Previous Record	Allows users to move up the list of records one record at a time.
	SAVE	Used in many circumstances to save (commit) records to the database.
	PRINT	Prints a report related to the data appearing on the current active window.

Icon	*Name*	*Description*
	HELP	At this time, the help available to a user is not designed to facilitate data entry. Currently, Oracle related information applicable to a specific field is provided.
	NOTE	Allows the user to open the note or Explanation window.

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